

A GUIDE TO RECORD KEEPING
FOR ALL CAMPAIGN FINANCE COMMITTEES

Revised April 2005



**MISSOURI ETHICS COMMISSION
STATE OF MISSOURI
CAMPAIGN FINANCE DIVISION
P. O. BOX 1254
JEFFERSON CITY, MO 65102
573/751-2020
800/392-8660
573/526-4506 (FAX)
www.mec.mo.gov (website)
helpdesk@mec.mo.gov (e-mail)**

RECORD-KEEPING

The Campaign Finance Disclosure Law requires that all committees and all candidates, regardless of their reporting status, as well as certain individuals and entities, maintain accurate and up-to-date accounts and records regarding their campaign-related financial activity. The purpose of the record-keeping and accounting requirements is to provide the information necessary to complete required reports and to provide a continuing record of financial transactions regarding elections.

The law requires that “records be maintained in accordance with accepted normal bookkeeping procedures” and requires that certain specific information be maintained with respect to a committee’s contributions and expenditures. So long as those requirements are met, the manner in which the records are organized is at the discretion of the individual candidate or committee. This guide is intended for the use of candidates and treasurers to aid in developing a system that is specific to their reporting needs.

Candidates and their candidate committees are required to begin keeping records when they first become candidates. An individual is defined as a candidate when he/she first:

- announces candidacy; or
- files a declaration of candidacy; or
- receives contributions, makes expenditures, or reserves facilities for the campaign; or
- knows or has reason to know that others are receiving contributions, making expenditures or reserving facilities for the campaign.

ORIGINAL RECORDS REQUIRED:

Candidates and committees are required to maintain complete records that contain documents related to financial transactions. Said records must include bills, receipts, deposit records, canceled checks and other documents which could be used to verify any and all activities conducted by the committee or candidate. Copies of any statements or reports filed with appropriate officers should also be maintained.

OVERVIEW OF THE SYSTEM:

In an effort to make available all the information needed to correctly complete reports, the bookkeeping system contains the following six elements:

1. Contribution Card File
2. Contribution Ledger
3. Loan Schedule
4. Expenditure Ledger
5. Petty Cash Ledger
6. Balance Sheet

Records apply to only one election (primary or general). Individual records should be established for each election in which the candidate is involved. All records are required to be kept for at least three years.

Every contribution should be recorded on a contribution file card. This allows more than one contribution from the same source to be recorded in one place, thereby making it easier to aggregate contributions. The cards should be filed alphabetically by the name of the contributor. A suggested format is as follows:

CONTRIBUTION LEDGER:

Contributions should be recorded on a ledger sheet in the order in which they were received and deposited. All contributors listed on the ledger sheet should also have a card in the contribution card file. A suggested format is as follows:

2

LOAN SCHEDULE:

The campaign finance law defines loans as contributions. Each loan the committee receives should be recorded in both the contribution ledger and on a contribution file card. Payments on loans are reported separately and provisions should be made to record each payment individually. A suggested format is as follows:

LOAN SCHEDULE				
SOURCE: CANDIDATE				
DATE	DESCRIPTION	RECEIVED	DISBURSED	BALANCE
08/15	NEW LOAN	1000.00		1000.00
09/01	PAYMENT		125.00	875.00
09/15	PAYMENT		250.00	625.00
OCTOBER QUARTERLY			375.00	625.00
10/08	NEW LOAN	1500.00		2125.00
10/21	PAYMENT		300.00	1825.00
8 DAYS BEFORE ELECTION REPORT		1500.00	300.00	1825.00

EXPENDITURE LEDGER:

The expenditure ledger consists of a list of all expenditures as they are made. The name and address of the recipient and the date and purpose of each expenditure should be included on the ledger sheet.

Only payments made by check should be included in this ledger. Campaigns may find it easier to record expenditures as they are paid, and maintain a file of incurred expenditures (not yet paid) which are then added to the ledger at the end of the reporting period. This eliminates the need for entering an incurred debt, which is paid during the same reporting period, in the ledger twice and risking an overstatement of debt. A suggested format is as follows:

DATE	RECIPIENT	CHK NO	ADDRESS	CITY	STATE	ZIP CODE	PURPOSE	PAID	INCURRED
10/01	THE ELECTRIC CO.	130	PO BOX 1614	ST. LOUIS	MO	63103	UTILITIES	65.40	
10/01	THE TELEPHONE CO.	131	PO BOX 403	JEFFERSON CITY	MO	65103	PHONE BILL	57.95	
10/03	PETTY CASH	132					PETTY CASH	50.00	
10/10	VFW	133	PO BOX 2604	JEFFERSON CITY	MO	65103	HALL RENTAL	150.00	
10/21	THE OFFICE STORE	134	1306 MO BLVD.	JEFFERSON CITY	MO	65103	SUPPLIES	110.00	
10/22	MARIA'S PHOTOGRAPHY	135	2162 VENTURA	JEFFERSON CITY	MO	65103	PHOTOGRAPHS		200.00
10/23 TOTALS FOR 8 DAYS BEFORE ELECTION REPORT									
		PAID		INCURRED					
		433.35		200.00					

The Campaign Finance Disclosure Law allows the use of a petty cash fund for small day-to-day expenditures. Single payments in cash are limited to no more than \$50. A petty cash fund can only be replenished by a check, made payable to cash and drawn on the committee's official fund depository account. Each cash expenditure should be recorded in a ledger. A suggested format is as follows:

PETTY CASH LEDGER			
DATE	PURPOSE	AMOUNT	BALANCE
10/03	CASH / CHECK #132		50.00
10/05	POSTER BOARD	3.27	46.73
10/10	STAMPS	2.20	44.53
10/14	DELIVERY CHARGE	8.72	35.81
10/23	8 DAYS BEFORE ELECTION REPORT		PAID
			<u>14.19</u>

BALANCE SHEET:

A record of all monetary activity should be maintained to monitor the balance of the official fund depository account. All deposited, receipts and expenditures disbursed should be recorded. A suggested format is as follows:

DATE	DESCRIPTION	CHK. NO.	DEBIT	CREDIT	BALANCE
	BALANCE FORWARD				850.00
09/26	DEPOSIT LOAN			1500.00	2350.00
10/01	THE ELECTRIC CO.	130	65.40		2284.60
10/01	THE TELEPHONE	131	57.95		2226.65
10/03	PETTY CASH	132	50.00		2176.65
10/07	DEPOSIT CONTRIBUTIONS			285.00	2461.65
10/10	VFW	133	150.00		2311.65
10/18	DEPOSIT CONTRIBUTIONS			675.00	2986.65
10/21	THE OFFICE STORE	134	110.00		2876.65
10/23	8 DAYS BEFORE ELECTION REPORT				<u>TOTAL</u>
					<u>2876.65</u>

CONCLUSION:

This guide is intended only as a suggestion. Campaign personnel may wish to deviate from these suggestions or devise their own record-keeping procedures. The only requirement for a bookkeeping system is that it completely and accurately maintains the information required by law.

ADDITIONAL INFORMATIONAL PUBLICATIONS AVAILABLE UPON REQUEST:

A CAMPAIGN FINANCE GUIDE FOR POLITICAL ACTION COMMITTEES AND CONTINUING COMMITTEES

A GUIDE FOR CANDIDATE FUNDRAISING ACTIVITIES IN MISSOURI

A GUIDE FOR TERMINATING AN EXISTING COMMITTEE

A GUIDE FOR USING THE PROPER IDENTIFICATION ON POLITICAL ADVERTISING IN MISSOURI

A TREASURER'S GUIDE FOR CAMPAIGN FINANCE REPORTING

A GUIDE FOR OUT-OF-STATE COMMITTEES AND FEDERAL COMMITTEES

MISSOURI CAMPAIGN FINANCE DISCLOSURE LAW – CHAPTER 130 RSMo

WHERE TO FILE REPORTS

Office Sought:

Statewide
Supreme Court Judge
Appellate Court Judge

Appropriate Officer:

Missouri Ethics Commission

**Important Notice* - A candidate with a dual filing obligation may reside in a local jurisdiction that has agreed to waive the dual filing requirement if the candidate files all disclosure reports with the Commission using the approved electronic format. A candidate who obtains a Personal Identification Number from the Commission and who signs the electronic filing agreement is not required to file a paper copy of disclosure reports locally.

For a list of participating local election authorities, please visit:

http://www.mec.mo.gov/Ethics/CampFinance/CC_EA_Waiver.aspx

State Senator
State Representative
County Clerk
Circuit Court Judge
Associate Circuit Court Judge

Missouri Ethics Commission
AND
The Election Authority for the
candidate's place of residence.

Elective municipal offices in cities of
more than 100,000 population.
Elective county government offices in
counties of more than 100,000
population.

Missouri Ethics Commission
AND
The Election Authority of the
municipality or county in which the
office is sought.

All other elective offices (cities, special
purpose districts and all other local
political subdivisions).

The Election Authority for the district or
political subdivision in which the office
is sought
AND
The Election Authority in whose
jurisdiction the candidate resides.

Federal Candidates

Federal Election Commission
999 E. Street, N.W.
Washington, D.C. 20463

Toll Free: 800-424-9530
Direct: 202-219-3670
Fax: 202-219-8500

This guide is intended only as a summary to aid understanding of the Campaign Finance Disclosure Law. For the Law's complete requirements, consult the Law itself, codified at Chapter 130 of the Revised Statutes of Missouri.